

U.S. DEPARTMENT OF INTERIOR - CUSTODIAL RFP

BATHROOM TISSUE—PROCUREMENT LANGUAGE

*** This is a contract excerpt only. To view the entire contract please view the file listed after the heading, “Entire Contract:”. To find this file, search the Personal Toiletries aisle on the EPP Database <notes.erg.com> for the U.S. Department of Interior Custodial contract.

PRODUCT-SPECIFIC LANGUAGE

L.7 INFORMATION TO BE INCLUDED IN THE ENVIRONMENTAL PREFERABILITY SUBMISSION

(f) Recycled Content Products -- Mandatory Characteristics: Standards for minimum recycled content are codified in the *Comprehensive Procurement Guide (CPG)* and can be found on EPA’s CPG website, at <http://www.epa.gov/cpg>. Offerors also are advised that GSA’s “Think Green” website, found at <http://pub.fss.gsa.gov/enviro/index.html>, links to the GSA’s “Environmental Products Guide” and other potentially helpful sites. The Guide includes a section covering paper towels, toilet paper, toilet seat covers, recycled content trash bags, and cleaning cloths and pads. Guidance may also be found at <http://www.epa.gov/cpg/products/paper.htm> (and, particularly, the link to “Commercial/ Industrial Sanitary Tissue”).

Offerors must identify what specific brand of product is proposed for use under this contract in each of five (5) product categories listed below. The offered products must meet each of the following Mandatory Characteristics or the offeror risks its proposal being eliminated from further consideration:

(1) Bathroom tissue: The bathroom tissue must contain at least 100% recovered materials and 50% postconsumer content.

OTHER APPLICABLE CONTRACT LANGUAGE

L.7 INFORMATION TO BE INCLUDED IN THE ENVIRONMENTAL PREFERABILITY SUBMISSION

(a) This section (L.7) details what offerors must include in that severable portion of their technical proposals called the “Environmental Preferability Submission.”

(1) Introduction: In September, 1998, the President issued Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*. Accordingly, this solicitation requires that offerors provide information allowing the Department of the Interior (Department) to evaluate and verify the environmental preferability characteristics of the chemical cleaning products, supplies, and materials required in performance of this contract. This solicitation also

requires that offerors identify which products, supplies, and materials used under this contract will contain recycled content, as mandated by the U.S. Environmental Protection Agency (EPA) through EPA's publication of the *Comprehensive Procurement Guideline (CPG)*. Finally, offerors are being asked to address federal recycling mandates by proposing a strategy to manage and enhance waste minimization and recycling within the Main and South Interior Buildings

(2) Definitions: *Environmentally preferable* means that a product or service has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. *Chemical cleaning products* are the cleaning products, supplies, and materials required in performance of this contract. *Recycled content products* are products which are made with waste materials and by-products that have been recovered or diverted from solid waste.

(5) Mandatory and Desirable Characteristics--Recycled Content Products: In accordance with the EPA's *CPG*, the Department also has established both Mandatory and Desirable characteristics, as defined above with respect to chemical cleaning products, for evaluation of the offered *recycled content products* set forth at Subsection (f) hereof. As noted above, failure to meet the Mandatory criteria for any of those product categories and may result in the Government excluding an offeror's proposal from further consideration.

(6) Waste Minimization and Recycling Strategy: As set forth in more detail at Subsection (h) hereof, offerors also are required to propose a *Waste Minimization and Recycling Strategy* in this portion of their proposals. Failure to address this will result in a proposal being considered incomplete and, accordingly, may result in the Government excluding the proposal from further consideration.

(g) Recycled Content Products – Desirable Characteristics: The following three (3) characteristics if present to some verifiable or demonstrable degree in an offered product, as applicable (e.g., as indicated by manufacturer's literature and/or by an independent certification firm), will, assuming that the product otherwise meets efficacy requirements (see Subsection (e) hereof), receive commensurate favorable consideration.

(1) Deinking of Recovered Paper: The Department prefers to avoid the procurement of recovered paper that has been deinked using a solvent that either contains elemental chlorine or is listed by the EPA under Section 313 of the Emergency Planning and Community Right-to-Know Act. Offerors must identify the deinking process used for each of the paper products identified in Subsection (f), above, for each of the offered products. Supporting documentation from the manufacturer is recommended. For reference, the relevant portion of the applicable *Green Seal* standard is 4.2 in Standard GS-9, "Environmental Standard for Paper Towels and Napkins."

(2) Bleaching of Recovered Paper: The Department prefers to avoid the procurement of recovered paper that has been bleached with either chlorine or any of its derivatives (such as hypochlorite and chlorine dioxide). Offerors must identify the bleaching process used for each of the paper products identified in Subsection (f), above, for each of the offered products. Supporting documentation from the manufacturer is recommended. For reference, the relevant portion of the applicable *Green Seal* standard is 4.3 in Standard GS-9, "Environmental Standard for Paper Towels and Napkins." See Attachment H.

(3) Additional Recycled Content Products; Higher recycled content percentages: First, the Department prefers that additional products--i.e., other than those enumerated at Subsection (f), above--

be made with recovered materials. Examples of products to be used in performance of this contract that can contain recovered and postconsumer materials include cleaning supply carts and waste collection carts. The offeror is invited to identify such other products and to provide information documenting the recovered material content and the post-consumer content of those products. Second, offerors are invited to propose, where applicable, higher than the mandated recycled content percentage for the recycled content products that are enumerated at Subsection (f) hereof. Offerors are advised that the Department will be particularly interested in the efficacy of these products and is likely to require samples.

(h) Waste Minimization and Recycling Strategies: First, as noted at Subsection (d)(4) hereof, the Department is interested in minimization of non-recyclable waste generated in the performance of this contract. Second, like most federal offices, the Department has a recycling program in place. There are approximately 155 centralized office paper recycling collection points throughout the building. Tenants collect paper at their desk and then deposit these materials in the central locations. There are approximately 25 locations from which newspaper, aluminum cans, and glass are collected from tenant areas in the building. As in all recycling programs, contamination of recovered materials can be a problem. Foreign matter is sometimes deposited incorrectly in the recycling collection bins. Sometimes, mixed paper is found in the white paper containers. Tenant participation in the recycling program is not complete and recyclable material often is found in office waste receptacles.

Accordingly, offerors shall propose methods or procedures, first, for minimizing the non-recyclable waste generated in performance of this contract and, second, to enhance separation under the existing recycling program of recyclable materials from waste generated throughout the building. While there is no minimum *Mandatory* threshold per se under this criterion, an offeror's failure to address these considerations may result in elimination of its proposal from further consideration and, in any case, will be deemed a proposal deficiency.

Currently, the Department provides for recycling of the following materials:

- Aluminum containers (e.g., beverage cans)
- Containers of PETE-1 or HDPE-2 plastic (e.g., drink bottles)
- Clear, green and brown glass bottles and jars
- White office paper
- Mixed office paper
- Newspaper
- Cardboard
- Telephone and other books
- Scrap metal, including steel containers

(The Department also may start recycling wooden pallets. See the Department's "Recycling Guidelines for Main and South Interior Buildings," dated November 24, 1993, Attachment I.)

With respect to enhancement of separation under the existing recycling program, offerors should address each of the following areas: (a) procedures for monitoring volume of waste and recyclables recovered; (b) rates of participation in the recycling program; (c) activities to promote participation and avoid contamination of recovered materials; (d) measures to ensure Contractor observance of the recycling program; and (e) procedures for recovery and recycling of the listed recycled materials. The purpose of requiring offerors to address this criterion is to ensure that the successful offeror has the willingness and

ability to develop and implement this portion (“Waste Minimization and Recycling Program”) of the more detailed post-award Cleaning Operations and Stewardship Plan. See Section C.____.

(i) Firm/Key Personnel Experience with Environmentally Preferable Management: Offerors should include any relevant information pertaining to the past experience of their firm and/or key personnel (as identified in their Technical Proposal as required by Section L.6 hereof) in managing or performing one or more prior custodial contracts in an “environmentally preferable” manner. This can mean being mindful of some or all of the following: the environmental preferability of products used, recycled content considerations, waste minimization, or support of recycling programs. This information should be included with the “Environmental Preferability Submission.”

Supplies, Materials, and Equipment to be Provided by the Contractor

a. Unless otherwise specified herein, the Contractor shall furnish all supplies, materials, and equipment necessary for the performance of work under this contract. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards and, to the extent feasible and reasonable, include the exclusive use of environmentally-preferable products. All supplies, materials, and equipment to be used in the performance of work described herein are subject to the approval of the COTR.

b. The Contractor will comply with all applicable provisions of the Federal Hazard Communication Program (29 CFR 1910.1200). Within two work days of receipt of materials or products for which a Material Safety Data Sheet (MSDS) has been promulgated by the manufacturer, the Contractor must provide the COTR with a valid copy of the MSDS for each hazardous material in use or stored in the Main and South Interior Buildings (Interior Complex). In addition, the Contractor will provide the COTR with the approximate quantities (i.e., \pm ten percent) and the location(s) of all hazardous materials stored by the Contractor within the Interior Complex. The Contractor must update this information at least once each quarter or more frequently when quantities for any hazardous material change by more than ten percent for any single product.

c. The Contractor must submit to the COTR a list indicating the name of the manufacturer, the brand name, and the intended use of each of the materials, chemicals, and compounds proposed for use in the performance of its work. The Contractor shall not use any materials, chemicals, or compounds which the COTR determines would be unsuitable for the intended purpose or harmful to the surfaces to which applied or, as might be the case for such items as paper or soap products, unsatisfactory for use by occupants. Whenever practical and no deviation from Federal specifications or standards results, the Contractor shall utilize products and material made from recovered materials (e.g., recycled paper and paper products) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. For the recycled content products evaluation, all non-chemical products proposed for use under this contract must conform to the Environmental Protection Agency (EPA) Comprehensive Procurement Guide (CPG) if the products are CPG-designated items. It is desirable for products that meet the desired objective (e.g., ability to clean effectively) and are not CPG-designated items also to contain the highest-possible amounts (by percentage) of recovered material(s) and post-consumer content.

The successful offeror will be required to meet or exceed the below-listed Mandatory environmental-preferability criteria referenced in Section L.7 and incorporated into the Contractor’s Cleaning Operations

and Stewardship Plan for all of the chemical cleaning-products used during the performance of the contract.

d. Any material which the COTR suspects does not meet Federal specifications or standards shall be tested at the Contractor's expense by an independent testing laboratory qualified to perform such tests as are required. A copy of the laboratory report giving the results of the test and a sample of each product, if requested, shall be submitted to the COTR. These products shall meet the requirements established by applicable Federal specifications and standards or be considered unacceptable for use.

REQUIRED SUBMITTALS

(7) The Contractor must implement a comprehensive Affirmative Procurement Program for the purchasing of environmentally-preferable products and products made with recovered materials to the maximum extent possible. The Contractor shall detail how it intends to keep abreast of the development and increasing availability of environmentally-preferable products and how any new or improved products will be incorporated on an ongoing basis into contract performance. The Contract will also indicate how, at a minimum, it will conform to the Comprehensive Procurement Guidelines (CPG) published by EPA with respect to recovered material products. The Contractor must update its Program to accommodate CPG revisions. The Contractor must estimate the quantities of recycled-content and environmentally-preferable products that will be purchased during the term of this Contract;

(8) The Contractor must define and establish a Waste Minimization and Recycling Program to minimize the Contractor's on-site generation of non-recyclable waste generated during contract performance. The Program must also enhance the separation of recyclable materials from the non-recyclable waste generated throughout the building with collection-point- and/or post-collection-point-separation of recyclable materials. The Program must:

- (a) Define procedures for monitoring the volume of waste managed and recyclables recovered;
- (b) Determine the rate(s) of participation in offices throughout the buildings;
- (c) Define activities to promote occupant participation and discourage contamination of recovered materials;
- (d) Address measures to be taken to ensure that the Contractor's personnel observe and promote the Program, and;
- (e) Establish effective procedures relative to the recovery and recycling of the following materials, at a minimum:
 - (i) Aluminum containers (e.g., beverage cans);
 - (ii) Containers of PETE-1 or HDPE-2 plastic (e.g., drink bottles);

- (iii) Clear, green and brown glass bottles and jars;
- (iv) White office paper;
- (v) Mixed office paper;
- (vi) Newspaper;
- (vii) Cardboard;
- (viii) Telephone and other books; and
- (ix) Scrap metal, including steel containers.

(9) The Contractor shall define proper procedures for the storage of hazardous materials in conformance with good housekeeping practices, the National Fire Prevention Association (NFPA) Code, and applicable federal and municipal regulations. The Plan also must define proper procedures for the identification and disposal of hazardous wastes in accordance with federal RCRA regulations and the District of Columbia Municipal Regulations (DCMR), Title 20, Subpart E.

(10) The Contractor shall define a comprehensive program for training personnel in the requirements of this Plan and its subcomponents. The method and schedule for delivery of training must be defined. Processes for evaluation of training effectiveness must be proposed also. Draft training materials must be reviewed through the Stewardship Task Force and approved by the Contracting Officer prior to use with personnel.

(11) The Contractor shall define strategies that will be employed to communicate with building occupants to receive feedback on operations and complaints and to provide instruction on matters wherein the occupant must bear a responsibility or requirement. These communications must be cleared first through the Stewardship Task Force and approved by the Contracting Officer.